



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**Draft**  
**LIBRARY COMMISSION**  
After Action  
REGULAR MEETING

**FEBRUARY 10, 2003**

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**Morgan Hill Civic Center**  
Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Kathleen Stanaway
Vice-Chair	Jeanne Gregg
Member	Charles Dillman
Member	Charles Cameron
Member	Kathleen Keeshen
Member	George Nale
Member	Mary Ellen Salzano
Member	Einar Anderson
Member	John Boyne

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**7:00 P.M.**

**CALL TO ORDER**

Chair Stanaway called the meeting to order at 7:03 p.m.

**ROLL CALL ATTENDANCE**

Absent: Commissioners Anderson and Salzano

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Stanaway

**OPPORTUNITY FOR PUBLIC COMMENT**

NONE

## **REPORTS**

### **1. COUNTY LIBRARY REPORT** Legislation-Funding & Budgeting Joint Powers Authority

Community Librarian Sarah Flowers  
Council Member Steve Tate

Council Member Steve Tate reported the Joint Powers Authority (JPA) meeting focused on the planned Ballot Measure for March 2004 – the extension of Measure A. The JPA is considering hiring a polling firm to poll constituents to measure the potential support for Measure A. Mr. Tate stated the Library System currently has adequate reserves for the operation of the Library, but the State's budget crisis will eventually harm the Library System's ability to continue Library services as they are today. Community Librarian Flowers stated one of the issues in the State Budget that could be detrimental to the Santa Clara County Libraries, is the governor's proposal to eliminate the Transfer Based Reimbursement (TBR) now collected by the Library System. The TBR provides funds to libraries, which lend books outside of their service areas. The Governor's proposal would authorize libraries to charge a \$1.00 fee for every book borrowed by a patron outside of his/her regular library. Santa Clara County Library System receives approximately \$1.5 million per year for this service due to its active participation in universal borrowing. Ms. Flowers distributed a letter developed by Library Finance Director, Gay Strand, addressed to Governor Davis, urging him to reconsider his proposed drastic cuts to California's libraries. Ms. Flowers distributed the letter and urged the Commissioners to write similar letter to the Governor.

Council Member Steve Tate announced he no longer serves as Chair of the JPA. His one year term as Chair ended in January. His successor is Dan Furtado.

### **2. Morgan Hill Library Report**

Community Librarian Sarah Flowers

Ms. Flowers announced the Library held an Author Program with Terry Ryan, a prize winning author. She also announced the Author Program to be held on February 22, 2003 at the Community and Cultural Center. BookSmart and the American Association of University Women will host Francisco Jimenez, author of Breaking Through. The program will be held in the El Toro Room from 10:00 a.m. to 12:00 p.m. Ms. Flowers also announced an Author Program for teens to be held in March at the Library. The Library will host Norma Howe, author of the Blue Avenger. The date of the program will be announced.

Ms. Flowers reported she is in the process of interviewing candidates for a new Children's Librarian. She stated she has many qualified candidates and hopes to appoint someone soon.

New computers were installed in the Library on Friday February 3<sup>rd</sup>. The new computers will be available to patrons. Patrons will be able to access the library catalogue and database. There will also be Internet access and Microsoft office on the computers.

Ms. Flowers announced that Deputy County Librarian, Julie Farnsworth, will leave the Santa Clara County Library to take a position as the Director of the Pleasanton Library. Ms. Farnsworth will leave at the end of February. County Librarian, Melinda Cervantes, has appointed Sarah Flowers as the Acting Deputy County Librarian. Ms. Flowers anticipates this appointment will last four to five months.

### **3. LEGISLATIVE COMMITTEE**

Member Dillman

Commissioner Dillman reported on a proposed legislation to raise the Vehicle License Fee as a strategy to relieve some of the State's Budget shortfall. Local governments have been impacted by the loss of revenue in these fees. Raising the fees is seen as a way to relieve some of the burden on local governments. The Governor is expected to veto this legislation. Commissioner Dillman also announced that California Bond rating could be downgraded. The Governor sent State Treasurer, Phil Angelides, to New York to try to avoid the ratings downgrade. However, the bond rating was down graded.

Mr. Dillman announced there will be new Library Renovation and Construction Bond introduced by Senator Dede Alpert. The Bond is expected to be has high as \$2 billion. A hearing will be held on March 5<sup>th</sup> in Sacramento. Council Member Steve Tate added that Assemblymember John Laird is one the authors of the Bond. Sarah Flowers stated that although it is anticipated the Bond will be \$2 billion, the amount will probably be reduced significantly by the time the Bond is passed by the voters.

### **4. SISTER CITY COMMITTEE**

Members Dillman, Anderson,  
Boyne and Nale

Commissioner Dillman reported a display case will be installed at the Community and Cultural Center for the display of gifts and other items from Morgan Hill's Sister City. The display case will be in the north end of the building near the El Toro room.

Mr. Dillman announced there will be a dinner on March 21<sup>st</sup> at El Capri restaurant to celebrate the beginning of the relationship between Morgan Hill and San Martin de Hidalgo in Mexico. The dinner will cost \$12 per person. There will also be music and dancing.

A fund raiser for the Britton Jazz Band will be held in the amphitheater at the Community and Cultural Center on June 6<sup>th</sup>. The fund raiser will help the Jazz Band visit San Casciano Italy, during their trip to Europe in the summer of 2004. Mr. Dillman also announced the Mayor of San Casciano will visit Morgan Hill and would like to begin a student exchange program.

Mr. Dillman announced the Sister City Committee is looking for a volunteer to take on the role of raising public awareness for the Committee as well as fund raising.

### **CONSENT CALENDAR**

#### **5. APPROVAL OF MEETING MINUTES OF JANUARY 13, 2002**

Commissioner Dillman motioned to approve the minutes. Commissioner Nale seconded the motion. Minutes approved (7:0)

## **BUSINESS**

### **6. SEQUENCE OF AGENDA ITEMS**

**Recommended Action: Information Item.** In order to remain in compliance with Robert's Rules of Order, items deferred or postponed from previous meetings take precedence over new business. Per section 21 of Robert's Rules of Order a motion may be placed on the table to postpone an item of business to a certain day (next scheduled meeting.)

Staff Balagso stated that Chair Stanaway asked her to research the proper method to postpone a Business Item on the agenda per Robert's Rules of Order. Staff Balagso provided the procedure per Section 21 of Robert's Rules of Order. Chair Stanaway stated there were items that had been requests from Commissioners to place the Library Grant at the top of the agenda. She explained it was not at the top of this agenda, because two items postponed from previous meetings were placed higher on the agenda per Robert's Rules of Order. Council Member Steve Tate stated the City Council followed Parliamentary Procedure, not Robert's Rules of Order. Staff Balagso stated she asked the office of the City Clerk for guidance on how to research the correct procedure. A member of the City Clerk's staff directed her to Robert's Rules of Order. Mr. Tate suggested Staff Balagso contact the City Attorney, Helene Leichter, on the proper procedure. Staff Balagso will follow-up with the City Attorney.

### **7. ORAL HISTORY PROJECT PROPOSAL**

**Recommended Action: Information Only.** Commission to review proposal from Senior Advisory Committee Vice-Chair, William Keig, to develop an oral history of Morgan Hill. Mr. Keig will lead this effort and recruit volunteers from the Community. In order to allow timely consideration of Business Item 11, a time limit has been placed on this item.

Council Member Tate reported that Committee Member Keig provided an outline of this proposal to him and asked him to distribute to the members of the Library Commission. Council Member Tate typed his proposal for inclusion in the agenda packets of the Library Commissioners. Commissioner Dillman suggested Mr. Keig or city staff contact Anita Mason. Ms. Mason wrote a book about the history of the City of Morgan Hill. He stated she interviewed residents who were 80 years or older at the time she wrote the book and still has notes and information from her interviews. Commissioner Dillman suggested interviewing residents who are currently between the ages of 70 and 83. Vice-Chair Gregg stated that several years ago, the Bank of America had placed historical pictures of Morgan Hill's first families and history buildings in the bank for the Founder's Day celebration. Vice-Chair Gregg suggested contacting Bank of America. Commissioner Nale stated former mayor, Beth Wyman, who also wrote a book on Morgan Hill lives in Saratoga. He suggested Mr. Keig contact her too. Staff Balagso will keep the Library Commission informed of the progress of this project.

### **8. FUNDRAISING STRATEGIES FOR MORGAN HILL LIBRARY**

**Recommended Action: Information Item.** Deferred from January 13, 2003. Library Commission to begin discussion of development of potential fund raising strategies for the Morgan Hill Public Library. In order to allow timely consideration of Business Item 11, a time limit has been placed on this item.

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Commissioner Boyne stated Commissioner Anderson, who was unable to attend the meeting, had information on this item. Ms. Flowers stated Commissioner Anderson asked her for information about the Campbell and Los Altos Library Foundations. Commissioner Anderson was interested in exploring methods and strategies to raise additional funds for the Library. Commissioner Dillman stated he suggested Commissioner Anderson explore combining a fund raising effort with the Friends of the Library. Community Librarian Flowers stated Campbell and Los Altos have separate foundations from their Friends organizations. The Campbell and Los Altos Library Foundations are very strong and have successfully raised funds for their respective libraries. Commissioner Keeshen stated San Jose has a strong Library Foundation too.

Commissioner Dillman suggested forming a task force with members of the Friends of the Library to explore the formation of a Foundation. Commissioner Cameron stated he was experienced in forming non-profit foundations and in the application process to gain status as a 501(c) 3 group. He stated this process is expensive and time consuming. Commissioner Boyne asked if the Foundation would have to be a 501(c) 3. Commissioner Cameron stated this status is the only way to go to obtain large contributions from corporations and individuals due to the ability to deduct the contribution from taxes. Vice Chair Gregg asked about the possibility of working with the Morgan Hill Community Foundation. Council Member Tate stated the Community Foundation will act as an umbrella organization for fund raising for community groups and public projects. Commissioner Dillman stated he made several attempts to contact a representative of Morgan Hill Community Foundation to explore fund raising for the Sister City Committee, but was unsuccessful. Council Member Tate stated he would speak to the members of the Board of Directors of the Foundation to find out why no one had returned Commissioner Dillman's calls or answered his questions. Commissioner Boyne suggested perhaps the Library could obtain a 501(c) 3 and join the umbrella of the Community Foundation at a later date. Commissioner Dillman stated that having the 501(c) 3 status is helpful in organizing events and fund raisers for insurance purposes etc. as the Sister City Committee is doing now.

Commissioner Boyne suggested a motion be placed on the table to explore the process to form a 501(c) 3 non-profit organization and report the findings at the next meeting. Vice Chair Gregg stated this research should be conducted by someone knowledgeable, such as Commissioner Cameron. This research should include contacting the Friends of the Library. Council Member Tate stated he believed fund raising could be conducted through the Community Foundation and the Library Commission should not duplicate the efforts of the Foundation. Vice Chair Gregg stated the establishment of a Library Foundation or a partnership with the Community Foundation would be the easy part, the challenge would be to recruit dedicated volunteers to work on fund raising efforts. Commissioner Cameron stated it is a lengthy process to apply and for 501(c) 3 status. He stated it takes one to two months to complete the paper work to develop the organization and apply for non-profit status. He stated the last one he completed took seven months from submission of the application to approval of non-profit status.

Commissioner Keeshen stated it would be a good idea to conduct research on other Library Foundations. Chair Stanaway asked Commissioner Boyne if in his motion, he would like to identify a lead to conduct the research. Commissioner Boyne replied that he would like to appoint a lead, if there was a member of the group who would like to take on this role. Commissioner Boyne asked Commissioners Nale and Cameron if they would be willing to take on this role. Both Commissioners replied they would take the lead in this research. They offered to meet with the

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Friends of Library, conduct research on other Foundations and report their findings at the next Commission meeting. The following motion was placed on the table:

“Commissioners Nale and Cameron will meet with representatives of the Friends of the Library as well as conduct research on existing on the Library Foundations in order to explore the feasibility of establishing a Library Foundation for the Morgan Hill Public Library. Commissioners Nale and Cameron will report their findings at the March 2003 Commission meeting.”

Commissioner Boyne moved to approve and Commissioner Cameron seconded the motion.  
Motion approved (7:0)

**9. REPORT ON CALIFORNIA LIBRARY ASSOCIATION CONFERENCE – NOVEMBER 15-18 2002**

**Recommended Action: Information Item.** Deferred from January 13, 2003.  
Commissioners Anderson, Boyne and Keeshen to report on the sessions attended and information gathered at the California Library Association Conference. In order to allow for timely consideration of Business Item 11, a time limit has been placed on this item.

Commissioner Boyne brought the books he collected at the conference on library construction and other subjects. Community Librarian Flowers will take the books back to the Library. Commissioner Boyne then asked if any further discussion of the Mervyn's Reading Program has taken place. Chair Stanaway stated that there had been no discussion. Chair Stanaway asked that it be placed on the next agenda in order to allow Commissioner Salzano to provide a report of her findings. Commissioner Boyne stated he learned a great deal and enjoyed meeting other fellow Library Commissioners, staff members from the State Library and other library professionals at the conference. Chair Stanaway asked Commissioner Keeshen if she had any information to add. Commissioner Keeshen stated she had distributed her written report of the conference to the Commission at the December 2002 meeting and had nothing to add to Commissioner Boyne's report at this time.

**10. YOUTH REPRESENTATION ON LIBRARY COMMISSION**

**Recommended Action: Information Only.** Members of the Youth Advisory Committee to provide information on results of discussion from February 3, 2003 Youth Advisory Committee meeting on the prospective role of youth representative on the Library Commission. In order to allow timely consideration of Business Item 11, a time limit has been placed on this item.

There were no representatives from the Youth Advisory Committee meeting at the Library Commission meeting. Commissioner Boyne reported on his visit to the December Youth Advisory Committee meeting. He stated the youth were very interested, but were unsure of what their role would be.

Chair Stanaway asked Staff Balagso if she could invite the YAC members to the March meeting. Commissioner Boyne stated the youth might feel more comfortable if they had a proposal from the Commission stating the options the Commission would like to provide to the youth. Commissioner Nale suggested perhaps the youth could rotate membership on the Commission. One would have

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voting privileges and the other would act in an advisory capacity. Commissioner Nale stated this could always be amended at a later date. Chair Stanaway stated a worksheet that guided the Commission through the possible options might be helpful. Chair Stanaway asked Staff Balagso if she could develop such a worksheet for the March meeting. Commissioner Boyne then asked if there had been further consideration of youth representation on the Sister City Committee. Commissioner Dillman stated there had been no further consideration.

## **11. CYCLE II LIBRARY BOND ACT OF 2000 GRANT APPLICATION**

**Recommended Action: Information Only.** Staff to provide update on status of Library Bond Act application due March 28, 2003.

Council Member Tate reported there had been three successful meetings with representatives of the School District, the Library and City to revise the Cooperative Agreement for the grant application. School Board Trustee, Del Foster, has volunteered to take the lead in revising Section 7 of the Agreement, which provides the contributions of the School District, Library and City toward the joint programs. Mr. Tate stated the spirit of cooperation is strong and the Cooperative Agreement among the parties will demonstrate a firm commitment to the operation of the joint programs. Mr. Tate also reported that former Police Chief Steve Schwab will begin work as a consultant on the grant again.

Council Member Tate stated a teleconference was held between the members of the review panel of the Office of Library Construction and City and Library Staff. School Board Trustee, Del Foster, also participated in the teleconference. The meeting was productive in that all parties learned how to strengthen and improve the application. The application needs to include a stronger Cooperative Agreement, a larger and more detailed Technology Plan, and more cross-referencing between the different documents to create a more cohesive application. Mr. Tate also reported that in his conversations with Assemblymember, John Laird, Mr. Laird suggested demonstrating more community involvement through the leveraging of resources.

The City has entered into a contract with the consulting firm, Critical Solutions, to provide comments and suggestions on the draft of the revised application. Critical Solutions worked on the Cycle I application for the Hercules Public Library, which received a grant. The first draft of the revised application is due to Critical Solutions on February 27<sup>th</sup>.

Community Librarian Sarah Flowers stated she is pleased with the stronger spirit of cooperation between the School District, Library and City that has developed as a result of the two meetings that have taken place.

Chair Stanaway asked when the results of the Cycle II would be announced. Mr. Tate responded the review time takes approximately six months. Commissioners Nale, Keeshen and Cameron volunteered to read and edit the document as they did during Cycle I.

## **ANNOUNCEMENTS**

None

## **REQUESTS FOR FUTURE ITEMS**

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Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Youth Representation on the Library Commission
2. Fundraising Strategies
3. Mervyn's Reading Program
4. Recognition of Library Staff
5. School/Library Cooperation
6. Vision for the Library of the Future

**ADJOURNMENT** to the next monthly meeting schedule on **March 10, 2003** in City Council Chambers.

Commissioner Nale moved to adjourn the meeting. Commissioner Dillman seconded the motion. Motion approved (7:0)